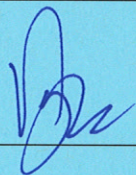


<b>TITLE: RECEIVING GRANT APPLICATION APPROVAL</b>	<b>POLICY NO.: CDLO 101</b>
<b>PURPOSE:</b> Learn administrative actions when receiving Grant approval from Office of Local Defense Community Cooperation (OLDCC).	

Notify GSC and Establishing the Federal Account with the Department of Administration.

Note: Before processing a Memorandum of Agreement (MOA) or Contract, these steps must be completed.

1. Review Grant Agreement, making special notes to any special or conditional requirements.
2. Note quarterly reporting and financial reporting dates.
3. Prepare Expense Report Excel file, to be used when submitting both Quarterly Performance Reports.
4. Prepare Quarterly Report electronic file.
5. Prepare New Grant folder – include application, Notice of Award and Award letter signed by OLDCC
6. Notify Guam State Clearing House (GSC).
  - a. Complete GSC form, available on their website. Print and have Chief of Staff (COS) sign.
  - b. Prepare 1 Original Grant Application and Grantor approval.
  - c. Prepare cover letter to COS.
  - d. Send electronically to Guam State Clearing House - Guam State Clearinghouse at [clearinghouse@guam.gov](mailto:clearinghouse@guam.gov)
7. Establish the Federal Account
  - a. Complete the “Establishment of Account” (EOA), a DOA form.
  - b. Complete the Budget Allotment Schedule.
  - c. Attach a copy of the Grant Application and Grantor approval.
  - d. Forward to the COS or CDLO Executive Director for signature as required on the forms.
  - e. Forward to BBMR –
    - i. Scan all documents in one (1) PDF file.
    - ii. Email to BBMR at [admin@bbmr.guam.gov](mailto:admin@bbmr.guam.gov)
    - iii. BBMR will contact CDLO when complete and will forward document to DOA
  - f. Check the Department of Administration (DOA) AS400 for the establishment of the account number.